

## OPEN MEETING MINUTES

### Waukesha County Health and Human Services Virtual Business Skype Meeting ADRC Advisory Board November 5, 2020

**Present Committee Members:** Pat Carriveau, Secretary  
Carla Friedrich  
Wendy Johnson  
Betty Koepsel  
Phyllis Wesolowski, Vice Chair  
Sandy Wolff

**Absent Committee Members:** Judie Berthelsen  
Sandie Heberling  
Christine Howard  
Susan Schweda, Chair

**HHS Board Liaison:** Christine Howard (Absent)

**HHS Staff Liaisons:** Mary Smith (Present)  
Lisa Bittman (Present)  
Sally DuPont (Present)

#### **Call to Order**

The meeting was called to order at 9:31 a.m. by Vice Chair Phyllis Wesolowski.

#### **Public Comment**

None

#### **Review and Approval of Minutes from October 1, 2020 Meeting**

Vice Chair Phyllis Wesolowski called for approval of the minutes from October 1, 2020. Sandy Wolff moved to approve the minutes; Secretary Pat Carriveau seconded the motion. All in attendance approved. Motion carried.

#### **Homelessness in Waukesha County – Jackie Smith, Housing Action Coalition**

Jackie Smith spoke about the homelessness in Waukesha County.

#### **Approval of ADRC Organizational Structure**

- Mary Smith presented the new ADRC organizational structure to the board.
- Mary Smith called for a vote to approve the new organizational structure. Carla Friedrich moved to approve the new ADRC organizational structure; Secretary Pat Carriveau seconded the motion. All in attendance approved. Motion carried.

#### **ADRC Manager Report – Mary Smith**

- The new ADRC supervisor position is due to be posted once it is approved by the County Board.
- Antwayne Robertson, Waukesha County Director of Health and Human Services, will be retiring at the end of January 2021.
- The ADRC continues to work on the transition of their paper files to electronic files.
- The ADRC Return to Work Plan has been scaled back due to the rising COVID numbers.

**ADRC Coordinator Report – Lisa Bittman**

- All the Resource Center staff have been issued laptops and now all of them have Microsoft Teams software installed.
- Telephonic consumer visits will continue.
- Many of the ADRC community initiatives have been restarted.

**Health and Human Services Board Report – Christine Howard**

No Report

**Agency Announcements and Updates**

None

**Adjourn**

Vice Chair Phyllis Wesolowski called for a motion to adjourn the meeting at 10:37 a.m. Carla Friedrich moved to adjourn; Wendy Johnson seconded the motion. All in attendance approved. Motion carried.

Minutes respectfully submitted by Sally DuPont.

Minutes were approved 12/03/2020